

Per Diem Payment Procedure

The following are instructions for the preparation of the Per Diem TAs and explanation of how and when the payments are made.

Getting Started

All AHMS employees who might participate in yard work should be instructed to either complete an electronic payment agreement or expect reimbursement by mailed warrant. While in yards, if the employee chooses direct deposit for their yard per diem, the employee must complete an Electronic Payment Agreement (EDI form) and attach a voided check or other bank verification of account number. After completion, the Purser/PSWIC will immediately scan and email the EDI form to doa.dof.eft.helpdesk@alaska.gov. (When submitting this form, use only this email or the FAX number or mailing address shown in the upper right corner of the form. This email, FAX and PO Box are secure and provide protection of the private banking information included on the form.) It takes a few weeks for direct deposit to be activated, so submittal of the form should be done as soon as possible.

To access the current EDI and TA Forms, go the AMHS Website and click on “AMHS Staff” at the bottom of the page. In the pop-up window, enter the same user name and password that you use to access your state email and employee self-service (ESS) site. Now you are on the Internal Resources page.



In the gold band below the employee photos, with your mouse, hover over the “All Forms” box and click on “Personnel & Supervisor Resources” in the drop-down list. In the Personnel Section click on Reimbursement Direct Deposit” for the electronic payment agreement form.

Personnel & Supervisor Resources



Personnel	
Address Authorization or Change	Conversion Tables
Declaration of Familial Relationships and Nepotism Waiver	Electronic Leave Slip
Emergency Contact	FMLA Information and Forms
Leave Transmittal Group	Non-Travel Employee Reimbursement
Payroll Direct Deposit	Reimbursement Direct Deposit
State ID Request	Vessel Timesheet (Blank & Printable)
Supervisor Resources	
Evaluation: SOA Performance Evaluation Report	Evaluation: Chief / Pilot
Evaluation: Second Mate	Evaluation: Third Mate
Hiring Approval Request	New Hire: Orientation Forms
New Hire: Cell Phone Stipend	New Hire: Employee Procedure Form
Online Position Description System	Performance Evaluation Raters Guide
Personnel Action Request Form (PARF)	Reasonable Suspicion Observation Checklist
Training Request Form	


Preparing the TAs

Per Diem TAs are to be prepared by the Purser/PSWIC for all eligible employees. Per Diem eligibility is determined by the Transition Memo and the employee's Union Contract. For those vessels that do not have a Purser or PSWIC to process the TA's, it will be the responsibility of the Master or Department Head to prepare the TA's. The Per Diem week runs from Friday through Thursday.

To download the most current TA Form follow the above instructions to reach the AMHS Internal Resources site and select "Templates, Travel & IT/ISSD" from the "All Forms" menu. Open "Travel Authorization Packet" for the TA Form, then save on your desktop or in a folder you have designated for per diem TAs.

Templates, Travel & IT/ISSD



Templates for Forms and Documents	
Fax Cover Sheet	Form Template: Excel
Form Template: PDF Agenda	Form Template: P&P
Form Template: Publisher	Form Template: Word
Letterhead: General Purpose Use	Letterhead: Marine Operations
Letterhead: Marine Engineering	Letterhead: Reservations
Memo Template	PowerPoint: AMHS Template
PowerPoint: DOT&PF Template	
Travel Resources	
Employee Travel Reimbursement Payment Form	Personal Vehicle Use Reimbursement Form
Request for Travel Authorization	Travel Advance Authorization
 Travel Authorization Packet	Travel Questionnaire for Overtime Qualified Employees
State Travel Guidelines (AAM 60)	Vehicle Ferry Exemption Form and Memo
IT / ISSD	
AMOS Edit Request	Change Control Management
Employee Procedure Form	Equipment Loan Form
iPhone Email Configuration	ISP Business Use Policy
VPN Access Request Form	

The first step in the preparation is to enter all of the Traveler (Employee) Information in the Travel Authorization Packet worksheet. After you have opened the Travel Authorization Packet, go to the blue tab at the bottom labeled "Traveler Information". This is where you will enter all the employee information. Make entries for all the employees who will be receiving per diem as follows:

1. In the upper left corner, using the drop down list select the agency. This will always be DOT.
2. In the first line under DIVISION, using the drop down list select MHD.
3. Enter AMHS under SECTION.
4. Enter the employee number under EMPL NUM**.
5. Enter employee name under TRAVELER'S LEGAL NAME.
6. Enter employee job title under JOB TITLE.
7. Under BARGAINING UNIT, using the drop down list select the correct bargaining unit.
8. Under DUTY STATION enter the employee's change port.
9. Enter the employee's VCN under VCUST NUMBER**.
10. Under PERSONAL PHYSICAL ADDRESS enter the employee's physical address.
11. If their mailing address is different from the physical address, please enter the mailing address in the PERSONAL MAILING ADDRESS column. This is mandatory if they do not have direct deposit.

** If you do not have an employee number or VCN for the employee, leave those fields blank. The person who processes the TAs will let you know what they are. If the employee is a new hire or temporary MEBA engineer, it may take a few weeks before the numbers are assigned.

(The following are fictional employee records just to be used for illustrative purposes. They are shown in split fashion because the records are too long to fit in this format. Each record consists of one line in the Traveler Information section of the worksheet.)

TRAVELER INFORMATION						
<div style="border: 1px solid red; padding: 2px;">DOT</div> Select Agency		INSTRUCTIONS Use this worksheet to add Traveler Information, if creating a template for multiple travelers in your agency, information may be added to this worksheet by entering an "X" in the SELECT TRAVELER (Column A) for the appropriate traveler row, data will be populated to the Travel Request and TA with Exp Report tabs.				
SELECT TRAVELER	DIVISION (3-CHAR)	SECTION	EMPL NUM	TRAVELER'S LEGAL NAME	JOB TITLE	BARGAINING UNIT
	MHD	AMHS	999999	John Doe	AB	MM-INLANDBOATMEN'S UNION
	MHD	AMHS	888888	Jane Smith	Master	CC-MASTERS, MATES & PILOTS
	MHD	AMHS	777777	Joe Jones	Chief Engineer	BB-MEBA
	MHD	AMHS	100100	Delores Del Rio	Purser	MM-INLANDBOATMEN'S UNION
	MHD	AMHS	123456	Han Solo	Steward	MM-INLANDBOATMEN'S UNION

Worksheet and then by entering an "X" in the **SELECT**

	DUTY STATION	VCUST NUMBER	PHONE NO.	PERSONAL PHYSICAL ADDRESS (Street No., City, State Zip)
ON	Ketchikan	EE999999		123 A St. Ketchikan, AK 99901 PO Box 123
S	Ketchikan	VC012345		345 B St. Ketchikan, AK 99901
	Homer	JOJ12345		99 C St. Homer, AK 99603 PO Box 99
ON	Valdez	EE100100		456 D St. Valdez, AK 99686
ON	Juneau	HAS23456		99 Star Wars Drive, Juneau, AK 99901

You may add or edit employee records in the Traveler Information section as needed. Always be sure to SAVE before closing the worksheet.

After entering the employee information for all employees eligible for per diem, go to the "Travel Request" tab and enter in PURPOSE OF TRIP, "Yard assignment aboard (name of vessel) in (city where overhaul/layup is occurring)". This will auto-fill in the TA.

TRAVEL AUTHORIZATION AND EXPENSE REPORT		STATE OF ALASKA		EMP NO.	TRAVEL AUTH NO.	TAPO NO.
TRAVEL AUTHORIZATION						
NAME OF TRAVELER			JOB TITLE		AGENCY	DIVISION
					DOT (25)	
					INCLUDES	No Travel Advanc
PURPOSE OF TRIP	Yard assignment aboard the Matanuska in Ketchikan					

Next, go the "TA with Exp Report" tab. In the EXPENSE REPORT section,

1. Enter the start date of the per diem under DATE,
2. Enter the number of days of meal or lodging per diem and amount per day under EXPLANATION,
3. Enter the total per diem amount under PER DIEM in either the lodging column or the M&IE column.
4. Enter the end date just below the start date.

EXPENSE REPORT										
ACTUAL TRAVEL, PER DIEM, AND REIMBURSABLE EXPENSES (NO PCARD CHARGES)										
DATE	EXPLANATION	MEALS PROV	FACIL- ITY	# OF MILES	SURFACE TRANS		PER DIEM			
					MILEAGE	OTHER	LODGING	M&IE	OTHER	
01/02/2018	7 days of meal per diem @ \$60/day				-				\$420	
01/07/2018					-					
01/02/2018	7 days of lodging per diem @ \$85/day				-		\$595			
01/07/2018					-					
					-					
					-					
					-					
					-					
Claimant certifies by signing that the facts contained on this form and supporting documents are correct and constitute a valid claim against the State of Alaska				TOTALS		-		595.00	420.00	-
TRAVELER SIGNATURE _____ DATE _____ EXPENSE REPORT APPROVAL SIGNATURE _____ DATE _____				COST VARIANCE		TOTAL OUT OF POCKET EXPENSES			1,015.00	
				\$ 1,015.00		ATM WITHDRAWAL				
						TRAVEL ADV. DOC #				
						TOTAL DUE TO/FROM TRAVELER			1,015.00	
						STATE PAID EXP (PCARD / DIRECT BILL)			-	
						TOTAL TRIP EXPENSE			1,015.00	

5. Change the font size in the VCN field to 12. This should stay at the larger font size once you have saved the worksheet.

1			
2			
3			
TRAVELER VCN		EE999999	

- Go back to the "Traveler Information" tab. Choose the employee record and in the SELECT TRAVELER column use the drop down list and click on the X.
- Return to TA with Exp Report and that employee's information should be auto-filled in the upper section of the form.
- Print the form and continue the procedure with each employee who is receiving per diem for the same days and amounts. Be sure to remove the "X" from the previous record and add the "X" to the next record you are working on.
- Change the dates and amounts on the EXPENSE REPORT for those employees who are receiving less or more than the full week of per diem.
- Return to the Traveler Information records and mark the corresponding record with the X.
- Go back to the TA, make sure the employee information has auto-filled at the top of the form and print. Repeat for all remaining employees receiving partial or extra per diem.
- Once all the TAs have been printed and signed by the employee, scan the entire batch and email to dot.amhs.perdiem@alaska.gov.

Lodging Actuals

In the event that the vessel cannot provide lodging and there is no hotel ship available, the employee may choose to be paid for hotel actuals on a weekly basis. These TAs are prepared in essentially the same way by the Purser/PSWIC. The actual hotel charge will be entered in the EXPENSE REPORT and the hotel receipts should be included with each TA before the batch is scanned and emailed. The hotel actual TAs have the same per diem week (Friday through Thursday), but should be submitted on Friday so the payment of the Thursday lodging will be reflected on the hotel receipt. The receipt amounts must match the totals on the TA and only realized expenses are eligible for reimbursement. The meal per diem TAs for those employees choosing to submit hotel actual TAs, will be prepared in the usual way on Thursday.

Submitting the TA

As mentioned above, the completed, signed and scanned Per Diem TA batch will be emailed to Employee Per Diem, AMHS, dot.amhs.perdiem@alaska.gov on Thursday, by noon. The TAs will be coded, approved and forwarded on to Fiscal by the end of the day on Thursday. This assumes that TA's are completed properly and include all information required. Those TAs not completed properly will be returned for correction and will, of course, take longer to process. (Hotel actual TAs are to be submitted on Fridays.)

A copy of the TA will be given to the employee and a copy retained on board the ship.

Receipt of Payment

The payment for the TA for meal per diem and lodging actuals will be processed by Finance in Juneau. A direct deposit will be sent to the employee's bank account or a check will be produced and mailed to the address listed on the TA. Once the TA leaves the vessel, every effort will be made to ensure the payment will be processed and sent either by direct deposit or mailed check, as soon as possible. When the TA is submitted for payment by Finance to the respective banks, it is the individual bank's responsibility to process and deposit the funds accordingly. Depending on the bank, this can take 1-4 working days.

The employee should be aware that if they take straight lodging per diem on the TA with their meal per diem, the entire per diem reimbursement will be paid along with the current payroll run. The amounts will be reflected in the reportable and non-reportable sections of the current paystub.

If the employee chooses not have direct deposit, it is important that the correct mailing address is entered in the Physical Home Address field of the TA form. Finance will not be responsible for "lost" checks – i.e. warrants that go to an old address and are not forwarded or returned. They will do their best to accommodate us but in the end, the optimal solution is direct deposit.

Please Note:

Meal per diem does not start until the employee reports to the assigned duty station (vessel) and ends when the employee leaves the vessel at the end of their assignment.

Travel expenses to and/or from a yard assignment are reimbursed by the current, normal procedures:

A Travel Authorization form is completed by IBU employees and submitted, along with receipts, to KCO c/o their dispatcher. MMP or MEBA employees submit to Jessie Li or Aprill Gass. After approval, coding and auditing, the payment is then processed by the Juneau Finance Office and direct deposited into the employee's bank account or mailed in the form of a check.

Please contact Linda Hall, Office Assistant II at 907-228-7291 or linda.lee.hall@alaska.gov with any problems or questions regarding the yards per diem process.